

**CITY OF SALINA**  
**POSITION DESCRIPTION**

**CLASS TITLE:** Dir. of Parks & Recreation **GR:** 4 **FLSA:** EX **DATE:** 1/14/2016

**DEPARTMENT:** Parks & Recreation **DIVISION:** Parks & Recreation

**REPORTS TO:** City Manager **APPROVED:** \_\_\_\_\_ **JOB CODE:** 7071

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**GENERAL DESCRIPTION:**

Performs high level administrative work in leading, analyzing, planning, developing, managing and supervising the implementation of a comprehensive Parks and Recreation Department including park systems, cemetery, facilities, golf course, pools, neighborhood centers and recreation programs. Work requires significant interpretative judgement in variation from established procedures and standards.

**TYPICAL DUTIES:**

- Leads, plans, directs and supervises all community parks and recreation programs in several divisions with staff assistance; selects, trains, disciplines and evaluates employees
- Establishes and implements departmental goals, objectives, policies and procedures through subordinates to achieve success of programs and operations; maintains and reviews reports and records including activity, personnel, financial and various departmental reports regarding the operation of various park and recreational areas and facilities, ensuring adequate standards are being adhered to in programs and physical facility maintenance
- Develops meaningful departmental metrics to reflect measurable outcomes; analyzes data on efficiency and effectiveness of programs and services; develops, reviews and monitors departmental financial trends
- Represents the department/organization with various boards, commissions, special interest groups, media and the public; engages in public speaking opportunities; attends meetings and reports to City Commission as required
- Meets with advisory and special interest private groups to explore collaboration opportunities to supplement municipal activities
- Oversees contracted operation of the Bicentennial Center; directs the acquisition of land and capital improvements for park and other recreational use development
- Prepares and submits annual budget requests and long-range plans; reviews requisitions for materials and equipment; manages departmental budget
- Performs related work and other tasks as necessary as a member of the City Manager's executive management team; perform other duties as assigned

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

Directs a major city department.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to bachelor's degree in recreation administration, sports management, business administration, public administration or related field; five years progressive leadership experience with a minimum of three years supervisory experience. Possession of a valid Kansas driver's license. Parks & Recreation Professional or related certification is desired.

**RESIDENCY REQUIREMENTS:**

Must live within the corporate limits of the city.

**ESSENTIAL JOB FUNCTIONS:**

Effectively assign and supervise personnel. (Daily)

ESSENTIAL JOB FUNCTIONS (cont.):

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Confer with City Manager to ascertain basic administrative policy and to coordinate action on matters which City Commission has requested. (Daily)

Effectively communicate orally and in writing. (Daily)

Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

Prepare and maintain accurate, well-organized and effective records, statements and reports. (Daily)

Exercise sound judgement in decision and interpretation. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Deliver effective presentations before groups. (Weekly)

Maintain and continually upgrade knowledge of methods, materials and equipment used in parks and recreation programs. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to sit and stand

**Walking:** Minimal amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 70 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential job functions

**Hearing:** Frequently perceives nature of sounds by ear

**Speech:** Frequently express ideas by means of spoken words

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Work inside

**Cold/Heat:** Controlled

**Wet/Dry:** Controlled

**Noise/Vibrations:** Office equipment

**Hazards:** None

**Fumes/Dust/Odors:** None

**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to communicate effectively, both orally and in writing.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to work under stressful conditions and meet deadlines.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Copy machine, adding machine, calculator, computer, telephone and fax machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.